

ACADEMIC DEPARTMENT CHAIR

Overview:

PERFORMANCE RESPONSIBILITIES:

At Lowell High School the Academic Department Chair shall function under the overall direction of the Head of School and under the direct supervision of the Assistant Head of School. In accordance with the school's/district's policies and procedures with regard to his/her department, each Academic Department Chair, under the direction of the Assistant Head of School, shall:

1. Have the responsibility for developing, implementing, supervising, managing, assessing, evaluating and improving all aspects of instruction and curriculum within his/her department. This shall include the observations of teachers in their classrooms with follow-up conferences designed to enhance the teaching - learning process.
2. Assist in establishing and maintaining the highest quality of curriculum and instruction by adhering to the "Principles and Standards of Effective Administrative Leadership" as outlined in the Unit B Evaluation Handbook. The major elements of these principles and standards are as follows:
 - □Effective Instructional Leadership
 - □Effective Organizational Leadership
 - □Effective Administration and Management
 - □Promotion of Equity and Appreciation of Diversity
 - □Effective Relationships with the Community
 - □Fulfillment of Professional Responsibilities
3. Assist in coordinating departmental staff efforts in curriculum improvement projects, and the inclusion of appropriate new developments in curriculum and instruction in the department's educational program.
4. Assist in the management, supervision, evaluation and ongoing improvement of all of the department's teaching staff in keeping with the "Principles and Standards of Effective Teaching" as outlined in the Unit A Evaluation Handbook. The major elements of these principles and standards are as follows:
 - □Currency in Curriculum
 - □Effective Planning and Assessment of Curriculum and Instruction
 - □Effective Management of Classroom Environment
 - □Effective Instruction
 - □Promotion of High Standards and Expectations for Student Achievement
 - □Promotion of Equity and Appreciation of Diversity
 - □Fulfillment of Professional Responsibilities
5. Assist in the management, supervision, monitoring and evaluation of all other staff (professional, non-professional, full-time, part-time, permanent, temporary, salaried, non-salaried) assigned to his/her department
6. When specifically requested by the Headmaster, assist the Administration in monitoring staff members' attendance and timelines in reporting to duty stations (both academic and supervisory).
7. Assist in recruiting and interviewing of prospective departmental staff members in accordance with the School Department's personnel policies and procedures.
8. Assist in organizing and conducting orientation, departmental and staff committee meetings for the purpose of maintaining currency in curriculum, quality in instruction, conformance with policies and procedures and effective horizontal and vertical continuity and articulation of the instructional program throughout the high school.

9. Assist in the development and implementation of the annual master schedule, class scheduling, student placement, and staff assignments; and assist in the coordination of activities and placement of all incoming students.
10. Provide leadership to ensure equity for all students and the valuing of diversity in the classroom environment.
11. Provide leadership to responsibly meet the needs of all students. Work in full coordination and cooperation with the guidance Department involving all aspects of student assessment, placement, meeting of established prerequisite requirements, transfers and appropriate intervention as needed.
12. Work in full coordination and cooperation with all programs pertinent to their departments and work to effectively address issues of students, including students with special needs and limited English proficiency.
13. Monitor and assess implementation of Classroom Management Plans.
14. Review and assess Lesson Plans and Classroom activities.
15. Promote and integrate effective use of appropriate instructional technology.
16. Assist in all assessment and testing programs including standardized tests, state mandated tests, departmental tests, and placement tests as required. Analyze test results for the purpose of integrating the results into meaningful curriculum and instructional revisions.
17. Assist in coordinating curriculum development, revision, assessment, and implementation including organizing and leading committees in the ongoing effort to upgrade curriculum guides and courses of studies catalogues consistent with the Common Core of Learning and Curriculum Frameworks within the time frame of the contractual work year and to develop recommendations for the addition of new courses, grade placement of new courses, credit allowance for new courses and revisions of graduation requirements.
18. Assist in assessing the need, planning, developing, scheduling and implementing of staff development and pre-service and in-service programs under the direction of the Coordinator.
19. Assist in maintaining an updated professional curriculum library for staff use and in encouraging the development, publication and use of new, appropriate instructional materials by staff.
20. Assist in the preparation and administration of the departmental budget; and supervise and coordinate the acquisition and utilization of instructional materials, equipment and supplies; and, maintain responsibility for the distribution, collection, storage, inventory and accountability thereof.
21. Review all staff requests for field trips, conferences, workshops, out-of-district visitations, etc. Make recommendations to the Headmaster through the Coordinator and insure that all required procedures and paperwork are followed within established timelines.
22. Participate in established orientation programs for parents and community groups; and orientation and mentoring programs for all students and for all staff members.
23. Assist in the preparation and dissemination of appropriate school to home communications; facilitate parental conferences; and maintain contacts with the community, outside agencies and consultants as needed.
24. Meet with the Coordinator on a regularly scheduled basis and with the Headmaster and Administrator of Special Education for the mutual communication of information that is pertinent to the duties and responsibilities that are described herein.
25. Teach two periods per day. Subject to annual waiver by Superintendent's written approval.
26. Meet monthly with all special education personnel to assist with problem-solving, professional development planning, ensuring they have the programmatic supports necessary to implement IEPs and perform other duties,

27. Perform such other tasks and responsibilities related to the foregoing listed duties as may be directed or assigned by the Head of School or Assistant Head of School from time to time.

Qualification:

1. A Master's degree from an accredited college or university.
2. Licensure valid for service as a teacher in a related subject area in the Commonwealth of Massachusetts.
3. Licensure valid for service as a supervisor in the Commonwealth of Massachusetts.
4. Demonstrated ability to coordinate all aspects of curriculum and instruction within the science.
5. At least five years successful teaching or related experience.
6. Excellent organizational and interpersonal skills.
7. Demonstrated computer proficiency preferred.

REPORTS TO: Assistant Head of School

EFFECTIVE DATE OF EMPLOYMENT: School Year 2021/2022

TERMS OF EMPLOYMENT: As per LSAA contract

SALARY: As per LSAA contract